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| Care and support coordinator**SALARY GRADE: HBC5** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – Keeping great service delivery at the heart of everything we do
* Personal Growth – Learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Access to a wide range of discount schemes (TBC)
* Car leasing schemes

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| You will develop personalised care and support plans, including risk assessments, in collaboration with service users and their significant others—recognising individual needs and varying abilities to progress.Provide supervision and guidance to Care and Support Workers across diverse settings, ensuring high-quality, person-centred care aligned with support plans.More specific responsibilities include:* Ensure staff are equipped with the necessary knowledge, skills, and resources to carry out their roles safely and efficiently.
* Conduct Moving and Handling Risk Assessments in line with legal and organisational requirements.
* Complete environmental and lone worker risk assessments to safeguard both service users and staff.
* Identify training needs and ensure regular 1:1s, group supervisions, and EDRs are held in accordance with HBC policy.
* Oversee the implementation of care and support plans to ensure they meet quality standards and promote independence.
* Liaise with health and social care professionals to ensure coordinated and effective delivery of care.
* Report on service user progress both verbally and in writing, contributing to multi-disciplinary team discussions.
* Maintain accurate and up-to-date records in line with organisational policy and best practice.
* Monitor and assess staff performance, including auditing service user files.
* Address performance issues in line with policies and procedures.
* Respond promptly and appropriately to emergencies and unexpected situations.
* Provide direct support to service users during times of need, in line with their agreed care and support plans.
* Support medication management by prompting, monitoring, supervising, or administering prescribed medication in accordance with policy and care plans.
* Ensure adherence to professional dress standards by all Care and Support Workers.
* Undertake additional duties as required, appropriate to the level and scope of the role
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| About You |
| For this role you will hold an NVQ Level 2 in Health and Social Care or have equivalent experience. You should also be willing toto undertake further training including NVQ Level 3, Moving and Handling Risk Assessor training and Health and Safety training. In addition you will have:* Experience in direct care
* Knowledge of Reablement plans
* Knowledge of Moving and Handling Legislation
* Knowledge of Health and Safety Legislation
* Ability to work with service users and carers in an enabling and empowering way
* Effective communication both verbal and written reporting
* Ability to work as a member of a multi – disciplinary team
* Ability to work non – standard rotas, including evenings, weekends and bank holidays

As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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